BTEC Assignment Brief

Qualification	Pearson BTEC International Level 3 Certificate in Hospitality Pearson BTEC International Level 3 Subsidiary Diploma in Hospitality Pearson BTEC International Level 3 Foundation Diploma in Hospitality Pearson BTEC International Level 3 Diploma in Hospitality Pearson BTEC International Level 3 Extended Diploma in Hospitality
Unit number and title	Unit 26: Work-related Learning in Hospitality
Learning aim(s)	**A**: Investigate opportunities for professional development and work-related learning **B**: Plan and take part in activities to prepare for employment or training in hospitality
Assignment title	
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	Personal and professional development is important in many careers and the hospitality industry is no exception. Increasingly, the responsibility is on employees to identify their own strengths and weaknesses and suggest ways in which they can develop their skills in order to meet the needs of the business and facilitate career progression.
Task 1	Selecting a job role you aspire to, evaluate the opportunities available to you for work-related learning and development. In a short report evaluate: o how you can find opportunities to undertake work-related learning and development o the outcomes and benefits of undertaking professional development and work-related learning o common career entry points for your selected job role
Checklist of evidence required	Report

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Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
A.D1	Evaluate the opportunities for work-related learning and development for a specific job role and the benefits in meeting the changing requirements of jobs as careers advance.
A.M1	Assess the opportunities for work related learning and development for a specific job role and the benefits of work-related learning.
A.P1	Describe work-related learning and development opportunities in hospitality.
A.P2	Outline the benefits of undertaking professional development and work-related learning.
A.P3	Explain common entry points to the hospitality industry.

Task 2	Continuing with the same job role: Evaluate your skills and competencies for this role by carrying out a personal assessment, this will include an evaluation of your: o technical skills o qualifications o leadership skills o interpersonal and soft skills o learning style o Belbin's team role Use this assessment to help you to prepare for an interview for this role. This will include completing the following: o CV writing o application forms o letters of application o research employer o job requirements o predicting likely questions and preparing possible answers. Once your preparation is complete, you will take part in a recruitment interview for the job role selected. You will be given feedback following the interview.
Checklist of evidence required	Self-evaluation Completed documents Observation record/digital recording of Interview
Criteria covered by this task:	

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Unit/Criteria reference	To achieve the criteria you must show that you are able to:
B.D2	Evaluate own skills and competencies for a specific job role, completing documentation and preparing to demonstrate professional standards in a recruitment interview.
B.M2	Assess own skills and competences for a specific job role, completing documents and preparing to demonstrate competency in a recruitment interview.
B.P4	Identify own abilities, skills and competences for a specific job role.
B.P5	Complete required documents to apply for a job or training for a suitable service industry role.
B.P6	Take part in a recruitment interview.